



# राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

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(West Bengal), INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

An Autonomous Institution of the Govt. of India under MHRD

## VEHICLE REQUISITION FORM

(To be filled by user)

Date: \_\_\_/\_\_\_/20\_\_

1. Name: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Contact No. & Email ID: \_\_\_\_\_
5. Date & Time of Journey: \_\_\_\_\_
6. Date & Time for completion of Journey: \_\_\_\_\_
7. Destination (Proper Address):  
From \_\_\_\_\_  
To \_\_\_\_\_
8. Number(s) of Persons Travelling: \_\_\_\_\_
9. Purpose of visit: \_\_\_\_\_  
\_\_\_\_\_
10. Fund Allocation (Please tick as applicable): Institute Fund / TEQIP Fund / Other (please mention details)  
\_\_\_\_\_
11. Remarks (if any): \_\_\_\_\_

Signature of Applicant / User

Signature of Head of Department/Section/Centre

Permitted / Not Permitted

Director / Registrar / Professor In-Charge

### FOR OFFICE USE ONLY

- Issued Vehicle Regn. No: \_\_\_\_\_
- Name of Driver: \_\_\_\_\_
- Departure Meter Reading: \_\_\_\_\_
- Arrival Meter Reading: \_\_\_\_\_
- Remarks (if any): \_\_\_\_\_

Signature of Dealing Assistant

Signature of Transport Officer